

**ARTISTIC ADMINISTRATION INTERNSHIP  
NAT 28 NEW MUSIC ENSEMBLE  
Pittsburgh, PA**

ARTISTIC ADMINISTRATION INTERN

**Internship Description:** Are you interested in turning your ideas into reality? Perhaps you want to launch your own ensemble or organization? This internship will expose you to the basic skills necessary to manage multi-faceted arts projects from conception to completion. Interns will have the unique opportunity to work alongside one of Pittsburgh's most active and successful non-profit performing ensembles.

**Intern Responsibilities:** Interns will report to the Artistic Director (AD) and will assist the AD in daily tasks related to defining objectives, procuring requisites, and overseeing lateral responsibilities.

*Defining Objectives-* Artistic Directors are responsible for defining the goals of each project they organize and communicating those goals to all involved parties. Practical applications include defining objectives for grants, foundations, and donors; cultivating enthusiasm among performers and potential audience members; and identifying priorities to aid in risk assessment.

*Procuring Requisites-* Artistic Directors must procure all necessary requirements for a project to be successful. Practical applications include securing funding, locating equipment, booking venues, and hiring personnel.

*Overseeing Lateral Responsibilities-* Artistic Directors are responsible for delegating tasks in an organized and clear manner and following up on the execution of those tasks. Practical applications include creating a marketing calendar, liaising with a Board of Directors, and overseeing finances.

**Intern Experience:** Interns will gain insight into the fast-paced and multi-faceted daily schedule of a project manager while having the opportunity to assist with the tasks outlined above. By the end of the internship, interns will be responsible for submitting a research paper enumerating the tasks required to see a project (real or hypothetical) from conception to completion. The research paper will demonstrate the intern's grasp of the responsibilities of the Artistic Director.

**Qualifications:**

To be considered for a Fall 2018 internship, you must:

- Hold or currently be pursuing a Bachelor's or Associate's Degree in an arts- or business-related field;
  - Maintain an overall GPA of 3.0 or higher;
  - Plan to pursue a career in the arts, administration, or business;
  - Be able to multitask and be comfortable in a quick-paced environment;
  - Have some proven experience with or exposure to classical music
  - A valid driver's license and/or access to transportation are a plus, although not a requirement
- Hours are flexible and depend on the intern's class or work schedule, course requirements (if applicable), and availability. **Hours per week: 5-10 Course credit may be possible if requested**

**Application Instructions:**

Interested candidates should submit the following documents to nat28newmusic@gmail.com by 11:59 pm on July 15th, 2018 to be considered for an internship. Interns may be contacted for a phone interview between July 31st and August 15th and should expect to begin their internship on September 1. Please put "*Last Name- Artistic Administration Internship Application*" in the Subject Line of your email.

- A one-page cover letter outlining your related experience, your interest in this internship, as well as your vision for Pittsburgh's music and arts scene
- A professional resume

*NAT 28 does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations*